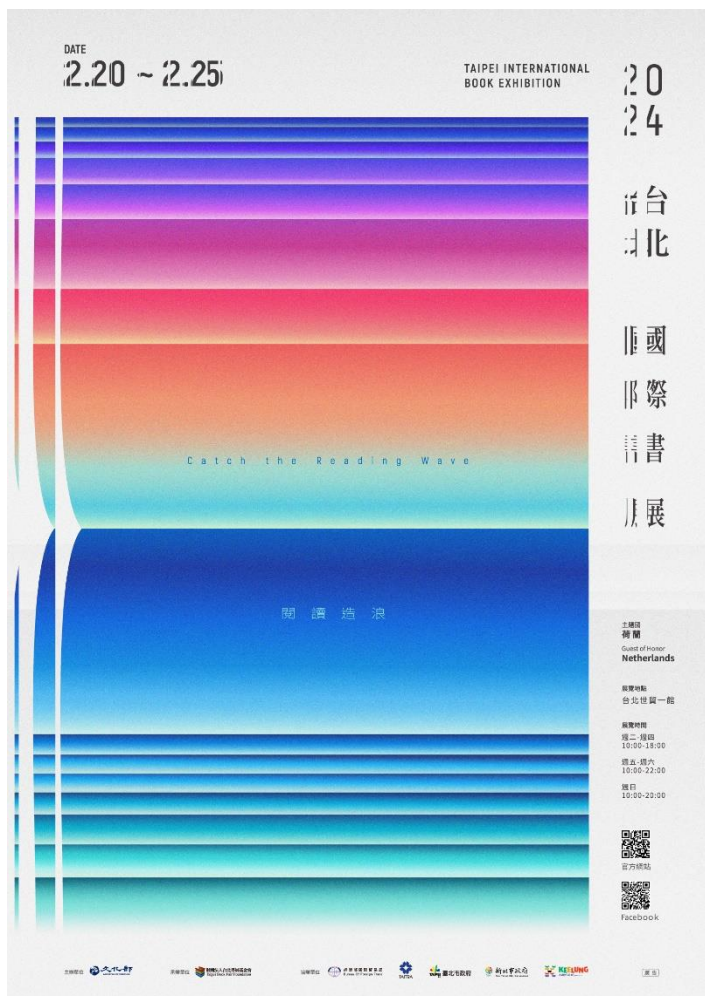


# EXHIBITOR MANUAL



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# Pre-exhibition Checklist

Dates: Feb. 20-25, 2024

Location: Taipei World Trade Center Exhibition Hall 1 (1F, No. 5, Sec. 5, Xinyi Rd., Taipei City)

Tick	Task	Deadline (mm/dd/yy)	Contact	Remarks
1 <input type="checkbox"/>	Exhibitor Catalog Entry	12/22/2023	Taipei Book Fair Foundation Ms. Olivia Hsieh <a href="mailto:Olivia.yc@taipeibookfair.org">Olivia.yc@taipeibookfair.org</a>	Make your entry online at: <a href="http://www.tibe.org.tw/en/exhibitors_login/">http://www.tibe.org.tw/en/exhibitors_login/</a> (log in required)
2 <input type="checkbox"/>	One-day Exhibitor Pass	12/15/2023	Taipei Book Fair Foundation Ms. Olivia Hsieh <a href="mailto:Olivia.yc@taipeibookfair.org">Olivia.yc@taipeibookfair.org</a>	Apply online at: <a href="http://www.tibe.org.tw/en/exhibitors_login/">http://www.tibe.org.tw/en/exhibitors_login/</a> (log in required)
3 <input type="checkbox"/>	Stand Installation Stand Equipment	12/22/2023	Ling Fei Exhibition Design	Email: <a href="mailto:lingfeiku@gmail.com">lingfeiku@gmail.com</a>
4 <input type="checkbox"/>	Electricity Supply Application	1/12/2024	Taipei Book Fair Foundation Ms. Olivia Hsieh <a href="mailto:Olivia.yc@taipeibookfair.org">Olivia.yc@taipeibookfair.org</a>	Email: <a href="mailto:Olivia.yc@taipeibookfair.org">Olivia.yc@taipeibookfair.org</a>
5 <input type="checkbox"/>	Shipping and Logistics Service	Depends	See p.30	See reference
6 <input type="checkbox"/>	Interpreter Service	Depends	See p.31	See reference
7 <input type="checkbox"/>	Accommodation	Depends	See p.32	See reference

# Guide for Exhibitors

## A. Timetable for Installation, Exhibition and Withdrawal

Period		Time for Exhibitor Entry	Exhibition Opening Hours	Accessible to
Setup	Feb 18 (Sunday)	08:00-20:00	N/A	Construction firms and exhibitors
	Feb 19 (Monday)	08:00-20:00	N/A	*All vehicles from constructors and exhibitors shall leave fairground by 14:00 Feb 19
Exhibition	Feb 20 (Tuesday)	09:00	10:00-18:00	Professionals and the general public
	Feb 21 (Wednesday)	09:30	10:00-18:00	General public
	Feb 22 (Thursday)	09:30	10:00-18:00	General public
	Feb 23 (Friday)	09:30	10:00-22:00	General public
	Feb 24 (Saturday)	09:30	10:00-22:00	General public
	Feb 25 (Sunday)	09:30	10:00-20:00	General public
Pre-withdrawal	Feb 25 (Sunday)	-	18:00-22:00	Construction firms and exhibitors
Withdrawal	Feb 26 (Monday)	08:00	N/A	Construction firms will recover the fairground by 16:00

## B. Rules and Regulations

### 1. Overtime

Under no circumstances shall an Exhibitor work overtime. TWTC will disconnect light and power supply at the exact closing time. All Exhibitors are required to finish work by that hour. In the event of overtime, any expenses incurred shall be the responsibility of the Exhibitor.

### 2. Vehicle Control

- During the installation/withdrawal period, all vehicles must enter the Site via the designated entrance of each respective zone. (Please see the floor plan.)
- All vehicles shall leave the Site within one hour of entrance to ensure a smooth traffic flow. The Management will register the license plate and time of entrance of each vehicle and collect NT\$1,000 as a security deposit. Such a fee is fully refundable if the vehicle leaves the premises on time. Vehicles that have parked for over one hour will be charged an hourly parking rate of NT\$200, and this will be deducted from the deposit.

- c. For vehicle loading during the Exhibition period, please use the B2 Unloading Zone, entering through entrance on Shifu Road. Each vehicle will be charged a NT\$500 security deposit (NT\$1,000 for a container truck), which is fully refundable if the vehicle leaves within the 1 hour standing time. Overstaying the standing time shall be subject to forfeiture of the security deposit.
- d. For heavy vehicles entries, such as forklift, prior consent is needed. Please contact Taipei Book Fair Foundation ([international@taipeibookfair.org](mailto:international@taipeibookfair.org)).

### **3. Nameplate of the Booth**

In accordance with the Regulations Governing Exhibition Site of TIBE Article III, Point B, the Foundation will produce a standard sign that carries your booth number. The sign will be posted on the side panel and attached vertically to the passageway. **The planned date to put your nameplate of your booth including booth number for 2024 TIBE is on Feb 19.**

### **4. Construction of Booth**

- a. Booths shall not exceed 4 meters in height, including billboards with company name.
- b. Official permission from the Foundation is required for constructions higher than the above standard.
- c. The height limit must be in accordance with TWTC's guidelines for construction. All Exhibitors are advised to remind designated decorating contractors to inspect measurements on the site to ensure their accuracy.
- d. If you purchased "space only" option, you need to furnish your stand(s). Under no circumstance shall the stand be not furnished. Each stand must have its own wall, its carpet, and cannot share only one wall with stands adjacent to it.

### **5. Waste Disposal**

- a. All waste shall be cleaned and moved out of the Site on a daily basis. Please do not place any waste in the passageway to avoid jeopardizing traffic and safety.
- b. Exhibitors shall pack up all exhibits and decorating materials within the specified time limit. The Foundation assumes no responsibility for lost or stolen materials.
- c. Any objects left on the site after exhibition hours will be considered waste and will be cleaned away by the Foundation. The Foundation will photograph any waste as evidence and charge the Exhibitor a cleaning expense.

### **6. Exhibits and Time for Withdrawal**

- a. During the 6-day exhibition, Exhibitors are prohibited to close their booths ahead of schedule. The Foundation assumes no responsibility for missing objects under such circumstance.
- b. Exhibitors are required to exhibit the full 6 days of the event. In the event of departing early, the Exhibitor shall assign a temporary booth assistant to take care of the booth and keep the exhibits on display until the official closing date of the Fair.**

- c. Exhibitors' decorations and exhibits should be safely installed. If any worker, exhibitor or member of the general public is injured or loses belongings during the construction and exhibition period, Exhibitors are liable to compensate any loss or damage directly attributable to their exhibition. (Note: **All Exhibitors and workers shall wear safety helmets all day on Feb 18 (whole day) and Feb 19 (before noon.)** For constructions over 2 meters high, scaffolding should be used instead of ladders.)
- d. **Exhibitors may start pre-withdrawal around 18:00, Feb 25<sup>th</sup>, 2024.** Please bring all the exhibition goods and belongs with you. Only leave a clean stand for construction firms to remove. **Fairground recover shall be completed by Feb 26<sup>th</sup> 16:00.**

## 7. Passes

- a. Throughout the exhibition period, all exhibitors and staff members shall carry official passes. Anyone without a badge is prohibited from participating in any sales or service activities on the site. Anyone in breach of this regulation will be expelled from the site by the Foundation authorities.
- b. **4 free Exhibitor Passes and 3 free VIP Tickets will be issued to the Exhibitor for each space unit (9 sqm.).** For example, a booth consisting of 2 space units will receive 8 Exhibitor Passes and 6 VIP tickets. **If you need additional free passes for more staff members, please apply for "One-day Exhibitor Pass" at [http://www.tibe.org.tw/en/exhibitors\\_login/](http://www.tibe.org.tw/en/exhibitors_login/) (log in required).** Each exhibitor can be issued at most 4 One-day Exhibitor Passes per day. The application deadline for One-day Exhibitor Passes is on **December 15<sup>th</sup>, 2023.**
- c. Only **Exhibitor Pass** is valid only from February 18 to February 26, 2024. The Professional Pass and VIP Tickets are valid only during the exhibition (February 20-25, 2024).
- d. **Passes Pick-up:**  
 Time: February 18, 13:00-17:00; February 19, 9:00-17:00  
 Location: Information Center, Hall 1  
 (It is located near the Xinyi Rd. Main Entrance. Please refer to the floor plan on P.8.)

## C. Exhibitor Catalog Entry

Exhibitor Catalog entry is a free service we provide to Exhibitors and Rights Center users. If you wish your company information to appear on the Exhibitor Catalog, it is important for you to key in the information online at: [http://www.tibe.org.tw/en/exhibitors\\_login/](http://www.tibe.org.tw/en/exhibitors_login/) (log in required). The deadline for entry is **December 22, 2023**. The information will both be shown in the digital Exhibitor Catalog and on the TIBE official website ([www.tibe.org.tw](http://www.tibe.org.tw)). There will be no printed Exhibitor Catalogs.

## D. On-site Services

### 1. Information Center

#### (1) Hall 1, Xinyi Road Entrance

- a. Chinese/English consulting service for all Exhibitors.
- b. Special ticketing service for the elderly and the disabled.
- c. Consulting service from the Fair's official contractor.
- d. Exhibitors' pass collection. Please present your business card upon collection.

## **(2) Hall 1, Plaza Entry**

- a. Professional pass application and collection:

From 10:00 to 17:00 on February 20 (first day of the Fair)

Publishing professionals from all countries are eligible to apply for professional passes. Please present the QR code sent to your email and your business card to a staff at the information center to collect your pass. To save you from waiting, we strongly encourage you to fill out the application form in advance at [www.tibe.org.tw](http://www.tibe.org.tw) > Professional Pass. (Please refer to floor plan on P.8.)

## **2. Press Center (Hall 1)**

- a. The Press Center provides news concerning the Exhibition, updates of Exhibitors' activities and assists in interview arrangements.
- b. It is equipped with desks, internet access, for the convenience of the press.

## **3. Fair Organizer's Office/Medical Center**

TWTC Hall 1: Beside the Information Center near the Xinyi Road Entrance.

## **E. Peripheral Services**

### **1. Banking**

Hall 1: ATM, banking, postal and other services at the Xinyi Rd. Entrance and the Keelung Rd. Entrance

### **2. Dining**

- a. Hall 1  
2F: food/beverage service, convenience store
- b. Taipei International Convention Center (TICC, across the street from Hall 1)  
Restaurants on 1F and 2F

### **3. Transportation**

#### **a. Metro**

The closest metro station is Taipei 101 / World Trade Center on the Red Line. Exit by exit 1 for Hall 1. For more information on routes, fares, etc. of the Taipei Metro System, please go to <http://english.metro.taipei/>

#### **b. Parking**

In addition to the parking lots located in TWTC Hall 1, parking spaces are available in the basement floors of Taipei City Hall.

### **4. Courier service**

Provides visitors and exhibitors a convenient way to deliver items from TIBE to designated places (in Taiwan only); the service is available. The name of the courier service provider is “Pelican” (宅配通 in Chinese).

## **F. Printed Materials**

### **1. TIBE Visitor’s Guide**

Includes information of special exhibitions, international authors, exhibits of national stands and highlighted events. The guide will be printed in Chinese and English and can be obtained from the information center and desks.

### **2. TIBE Visitor’s Map**

Provides floor plans along with a listing of activities throughout the exhibition in each exhibition hall. The map is printed in Chinese and can be obtained from the information center and desks.



# 2024年第32屆台北國際書展

## 展覽一館 平面圖

### TWTC Hall 1 Floor Plan

- 售票亭 Ticket Office
- 出入口 Entrance
- 餐飲販賣點 Food and Beverages Kiosk
- 展場柱子 Pillar
- 消防箱 Hydrant
- 滅火器 Fire Extinguisher
- 電箱 Control Panels
- 感測器 Detector
- 抽風百葉 Exhaust Port
- 空調箱 Air Conditioner
- 綜合書區
- 國際書區
- 童書區
- 動漫畫小說區
- 數位出版及學習區
- 文創文具區
- 專題書區
- 公共區域
- 主題館

台北君悅飯店  
Grand Hyatt Taipei

連接101天橋

### Professional Passes Pickup



### Exhibitors' Passes Pickup

Hall 1 Floor Plan \*(Reference only)

# Regulations Governing Exhibition Site of Taipei International Book Exhibition 2024

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Updated in November, 2023

## Article I

These Regulations are duly enacted by Taipei Book Fair Foundation (hereinafter referred to as the Foundation) in an attempt to maintain and safeguard the sound order of the Taipei International Book Exhibition (hereinafter referred to as the Exhibition), so as to protect the Exhibitors' rights and to promote the quality and image of the Exhibition.

## Article II (Exhibits)

All Exhibitors shall provide exhibits exactly in accordance with the following:

- A. All Exhibits shall fall within the categories specified by the Exhibition.
- B. Under no circumstances shall an Exhibitor display a publication which is against the law and regulations concerned or allegedly infringes upon Trademark Law and/or Copyright Law.
- C. An Exhibitor who intends to display a publication published by another publishing house shall obtain licensing from said publishing house.
- D. Restricted ("R"-rated) publications shall be conspicuously labeled on the covers in accordance with "Regulations Governing Classification of Publications and Videotaped Programs" and shall be enveloped before being put on display.
- E. Any Exhibitor who exhibits no books or magazines and who exhibits only CD, VCD, DVD, videotape (audio) in disks or tapes, or exhibits any items other than the categories of books, comics, and magazines will receive one warning from the Foundation and be asked to review their exhibiting content. Any Exhibitor who fails to revise its content after two warnings will receive a penalty of being banned from joining next year's Exhibition.
- F. Audio loudness in each stand cannot exceed 85 decibels.
- G. An Exhibitor who intends to exhibit books of simplified Chinese published in Mainland China shall duly apply in advance for a permit in accordance with "Regulations Governing Permit for Publications, Film, Video, TV or Radio Program from Mainland China for Sales, broadcasting or exhibition in Taiwan Area." Violators shall be subject to a penalty by the Government Information Office in accordance with Article 88 in "the Act Governing People from Taiwan and Mainland China."
- H. An Exhibitor who breaches any provisions set forth in the preceding paragraph shall immediately withdraw from the Exhibition and shall, in addition, receive a warning from the Foundation.

### **Article III (Decoration of booths)**

All Exhibitors shall decorate their booth in accordance with the following:

- A. As of **February 2024**, the expo authority will initiate inspections on stand furnishing and structures for safety requirements during the entire exhibition. If the stand is found to violate safety requirements, and the exhibitor does not comply with improvement request, the expo authority is authorized to close down the stand(s) and forbid further exhibition at the said stand(s).
- B. All booths require decoration with a minimum of partitions and basic facilities.
- C. Decoration of booths shall be subject to the "General Provisions of the Taipei World Trade Center Regarding Decoration and Construction Rules of the Exhibition Halls."
- D. Each Exhibitor shall carry only the same Chinese/English name and booth number on their billboard as on the registration form during enrollment. Any other letterings or logo (e.g. of the Exhibitor's sponsor or an affiliated company) will be prohibited.
- E. Decoration of exhibition booths shall be completed no later than the day preceding the opening of the Exhibition. In the case of decoration completion exceeding this deadline, additional costs shall be borne by the responsible Exhibitor.
- F. The exhibits and decorating materials shall not be placed beyond the borders of the leased booth.
- G. Violators of the requirements set forth in the preceding paragraph shall be subject to corrective action and receive an immediate warning from the Foundation.

### **Article IV (Order of the Exhibition site)**

- A. Exhibitors shall only carry out sales promotion or sales operations within the physical scope of the leased booths. In the event that any service crewmember of an Exhibitor occupies the passageway or the entrance to booths for sales or sales promotion shall be subject to a weighted penalty in accordance with Article VI of this Regulation. In the case of a serious offense, the Foundation reserves the right to forfeit the Exhibitor's participation in the next Exhibition. Throughout the exhibition period, the Exhibitors' crewmembers must wear the Exhibitor Passes or One-day Exhibitor Passes issued by the Foundation. Anyone without such passes shall be banned from any sales or promotional behavior on the site. Offenders shall be expelled forthwith from the site by the Foundation.
- B. The acts of sale can only be conducted in the exhibitor's stand, or within one meter width area extending from the parameter of the exhibitor's stand. Do not hinder visitors walking on the aisle and visiting stands.
- C. For Exhibitors who use audio/video equipment in the booth, the volume shall not go beyond 85 decibels. Violators should stop such behavior immediately or else receive a warning from the Foundation.

- D. Under no circumstances shall an Exhibitor print or forge the official pass, admission ticket or any document of the Exhibition and the Foundation. Any offender shall forfeit the security deposit. Neither can the Exhibitor issue letters, news or invitations on behalf of the Foundation. Offenders shall receive a warning and be sent to the legal office for further prosecution.

#### **Article V (Exhibition site safety and security)**

All Exhibitors shall comply with the following safety and security rules regarding the Exhibition Site:

- A. There is to be no unauthorized storage at the emergency exit, hydrant, or passageway, or any storage beyond the borderlines of an Exhibitor's booth.
- B. Exhibition articles shall not block emergency exits and hydrant functions. If any decoration is installed next to the power facilities in the fair hall, it shall be removed.
- C. No gas stove, electric heater, or explosive flammable item shall be carried into the Exhibition Site.
- D. An offender shall complete corrective action at once or be expelled by the Foundation. Any expenses incurred shall be solely borne by the defaulting Exhibitor.
- E. Exhibitors shall secure the safety during decorating and display. In the event of casualties or damage to property resulting from mistakes made in booth installation, operation, maintenance or management during the decorating, withdrawal or exhibition period, all responsibilities of indemnity and legal responsibility shall be borne solely by the Exhibitor.

#### **Article VI (Weighted penalty in case of successive offenses)**

- A. In the event that an Exhibitor fails to complete corrective action forthwith after having received two oral warnings from the Foundation, the Foundation will immediately issue a warning ticket.
- B. In the event that an Exhibitor still fails to complete corrective action forthwith and continually breaches the rules after receiving two warning tickets from the Foundation, the Foundation reserves the right to forfeit the Exhibitor's qualifications for the next Exhibition.

#### **Article VII**

No Exhibitor shall transfer or sublet a leased booth without approval from the Foundation. Violators shall be perceived to have withdrawn from the Exhibition and to have forfeited all sums paid for the booth(s).

#### **Article VIII**

- A. Throughout the Exhibition period, Exhibitors shall invoice all sales. In case of tax evasion found by the taxation authorities, the Exhibitor shall assume sole legal responsibility and pay the penalty. When necessary, the Foundation reserves the right to decline the Exhibitor's future registrations

of the Exhibition.

- B. In the event that an Exhibitor damages the facilities on the Site during decoration, exhibition or withdrawal, the Exhibitor shall assume sole responsibility for the indemnity to TWTC.
- C. Exhibitors are solely responsible for the management of their own booths on the Site. In case of missing or damaged exhibits, the Foundation assumes no responsibility for indemnity.

#### **Article IX**

In case of natural disasters or other unavoidable contingencies, the Foundation reserves the right to postpone or cancel the Exhibition. Exhibitors shall not claim indemnity for such a loss.

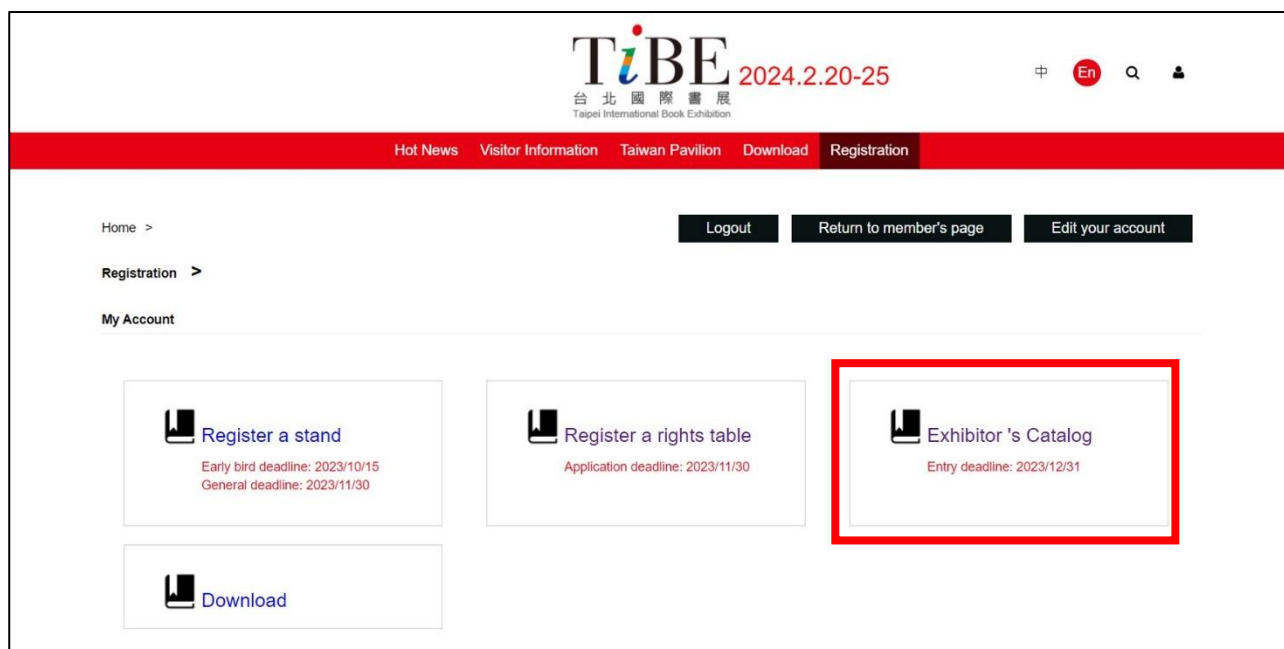
#### **Article X**

The Foundation reserves the right to amend the regulations as it sees fit. All amendments will be announced on the official Taipei International Book Exhibition website.

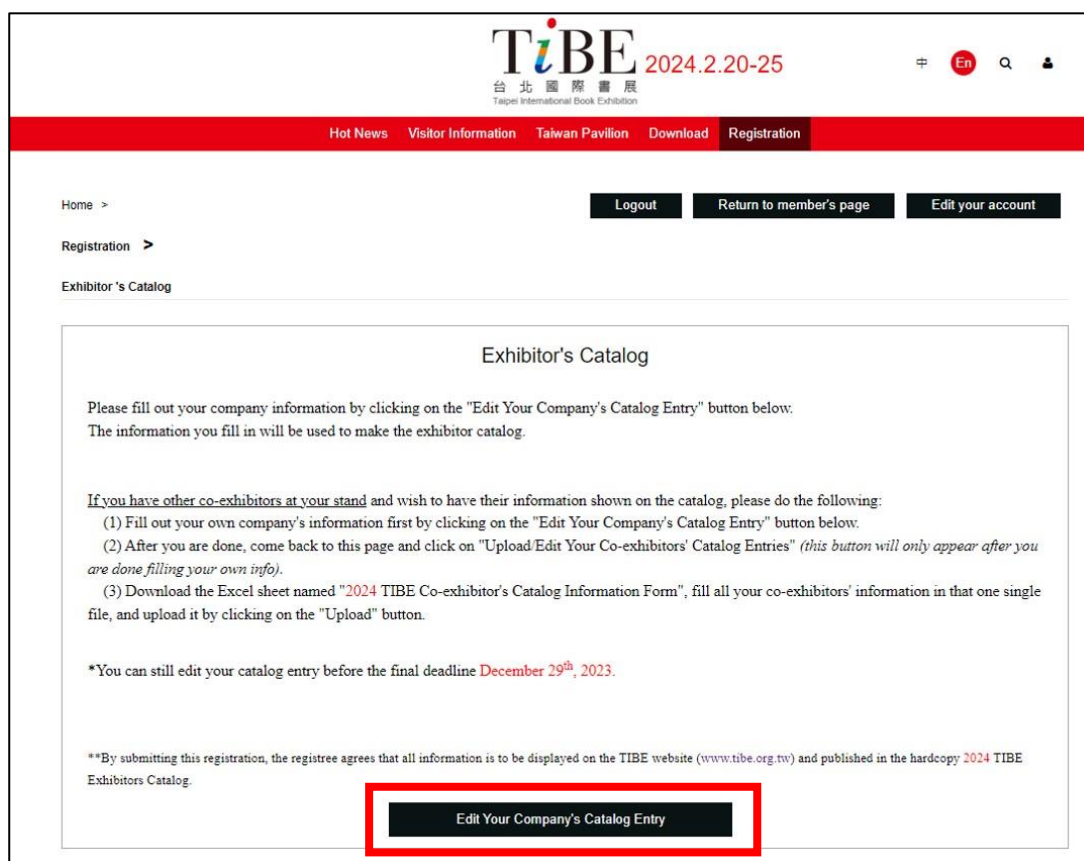
# Exhibitors Catalogue Entry

**Deadline: December 22, 2023**

**Step 1:** Please log in TIBE website, click Exhibitors Catalogue Entry on the main page.



**Step 2:** Please click on **Edit Your Company's Catalog Entry**



**Step 3:** Fill in all the required information and then click NEXT for submission.

RIGHTS NEGOTIATION

☐ Same as contact person

\* Mr./ Ms. : ☐ Mr. ☐ Ms.

\* Last Name :

\* First Name :

\* Job title :

\* Email :

\* Phone number :

(+Country code- area code- phone number, eg. +886-2-27671268)

NEXT

**Step 4:** After you submit your own catalogue entry, please re-visit the dashboard and click on Exhibitors Catalogue Entry for co-exhibitor registration. One more button for co-exhibitor will exist on the left. **The format to fill in co-exhibitor information can be found in “2024TIBE Exhibitors Download.”**

Exhibitor's Catalog

Please fill out your company information by clicking on the "Edit Your Company's Catalog Entry" button below:  
The information you fill in will be used to make the exhibitor catalog.

If you have other co-exhibitors at your stand and wish to have their information shown on the catalog, please do the following:

(1) Fill out your own company's information first by clicking on the "Edit Your Company's Catalog Entry" button below.

(2) After you are done, come back to this page and click on "Upload/Edit Your Co-exhibitors' Catalog Entries" (*this button will only appear after you are done filling your own info*).

(3) Download the Excel sheet named "2024 TIBE Co-exhibitor's Catalog Information Form", fill all your co-exhibitors' information in that one single file, and upload it by clicking on the "Upload" button.

\*You can still edit your catalog entry before the final deadline **December 29<sup>th</sup>, 2023**.

\*\*By submitting this registration, the registrant agrees that all information is to be displayed on the TIBE website ([www.tibe.org.tw](http://www.tibe.org.tw)) and published in the hardcopy 2024 TIBE Exhibitors Catalog.

Edit Your Company's Catalog Entry


Upload/Edit Your Co-exhibitors' Catalog Entries

13

**Step 5:** Download the co-exhibitors format and then log in to TIBE website to upload the file. (Or send to [Olivia.yc@taipeibookfair.org](mailto:Olivia.yc@taipeibookfair.org) by **Dec. 22.**)

Exhibitor's Catalog

1. Please download the following excel document and fill in all columns.

  
2024TIBE Co-exhibitor Info

All co-exhibitors' information should be filled in one excel document only.

2. Upload the completed excel document here.

Upload Now

Select File : 

Browse

Upload

Return to member's page

Logout



# One Day Pass

**Deadline: December 22, 2023**

**Kindly note that 4 free Exhibitor Passes and 3 free VIP Tickets will be issued to the Exhibitor for each space unit (9 sqm). You don't need to register for exhibitor pass.**

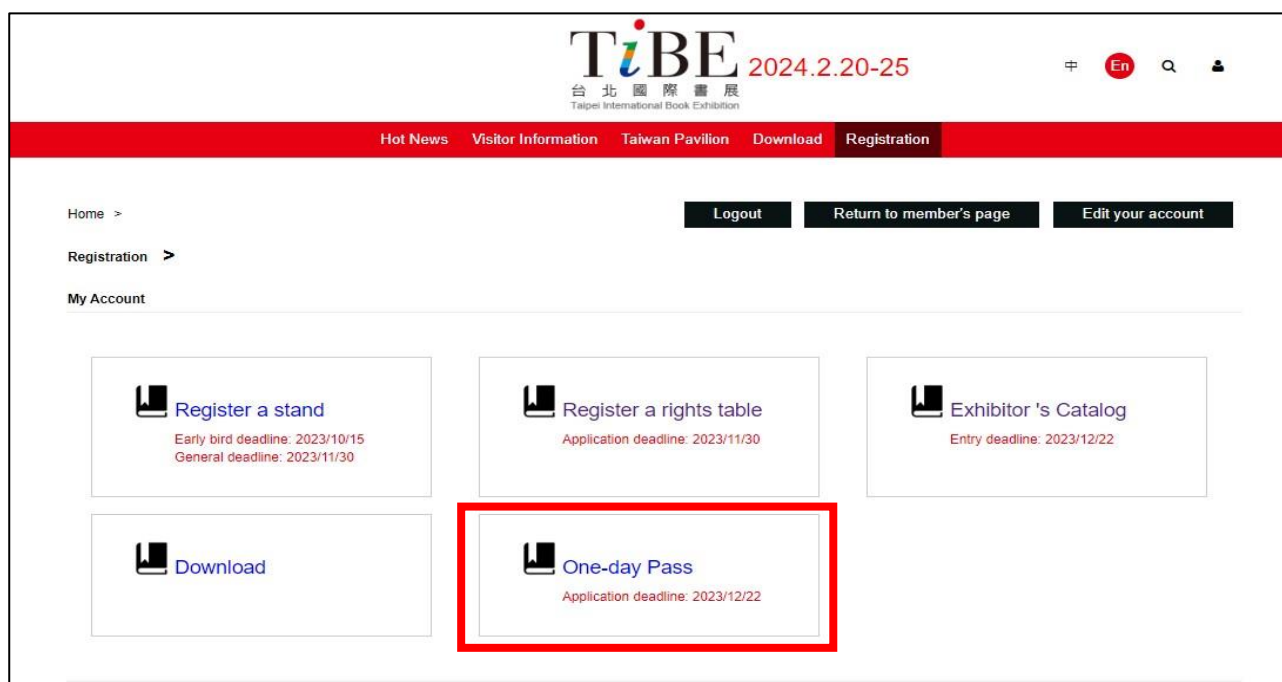
For example, a booth consisting of 2 space units will receive 8 Exhibitor Passes and 6 VIP tickets.

The One-day exhibitor pass is mainly for **temporary staff** who will come to serve in your stand.

1. **Registration:** Free of charge. Only exhibitors may register. Each exhibitor may apply up to 4 passes per day.
2. **Valid dates:** One-day pass is valid for the date designated on the pass. Each pass is only valid for one day entry.
3. **Collection:** (along with your exhibitors pass & VIP tickets)  
Time: Feb 18 (13:00-17:00); Feb 19 (9:00-17:00)  
Location: Information Center, Hall 1

**\*Exhibitors who has branch or alliances in Taiwan may contact Taipei Book Fair Foundation to pick up the exhibitors passes & VIP tickets in advance. The representative who pick up the exhibitors passes & VIP tickets on behalf of exhibitors should be fully authorized by exhibitors.**

**Step 1:** Please log in TIBE website, click One Day Pass on the main page.



**Step 2:** Click on [Register Now](#) for application

Home >

Logout

Return to member's page

Edit your account

Registration >

One Day Pass

Online Registration for the 2024 Taipei International Book Exhibition One-day pass

Registration deadline: December 22, 2023

Kindly note that 4 free Exhibitor Passes and 3 free VIP Tickets will be issued to the Exhibitor for each space unit (9 sqm). You don't need to register for that. They are already available for your pick up on Feb 18-19, 2024. For example, a booth consisting of 2 space units will receive 8 Exhibitor Passes and 6 VIP tickets.

The One-day exhibitor pass is mainly for temporary staff who will come to serve in your stand.

1. **Registration:** Free of charge. Only exhibitors may register. Each exhibitor may apply up to 4 passes per day.

2. **Valid dates:** One-day pass is valid for the date designated on the pass. Each pass is only valid for one day entry.

3. **Collection:** (along with your exhibitors pass)  
Time: Feb 18 (13:00-17:00); Feb 19 (9:00-17:00)  
Location: Information Center, Hall 1

Register Now

**Step 3:** Select the number of one-day pass you need and then click on [Send](#).

TiBE 2024.2.20-25  
台北國際書展  
Taipei International Book Exhibition

中 En

Hot News

Visitor Information

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One Day Pass

\* Exhibitor/Company name : Taipei Book Fair Foundation

\* Contact Person : ☐ Mr. ☒ Ms.

\* Contact person's name : Ya-Chu Hsieh

\* Contact person's job title : coordinator

\* Contact person's email : olivia.yc@taipeibookfair.org

\* Contact person's phone number : 886 912 429 786

2024-02-20

2024-02-21

2024-02-22

2024-02-23

2024-02-24

2024-02-25

Select amount

Select amount

Select amount

Select amount

Select amount

Select amount

Send

# Stand Installation

**APPLICATION DEADLINE : 2023.12.22**

**【B1】 Standard Shell Scheme, 3m×3m=9m<sup>2</sup> (Pictures are only for reference.)**



Item		Item	
System partition (W300*D300*H250cm)	1 SET	Information counter with lock (W100*D50*H75cm)	1 SET
Fascia board (W300*H100cm)	1 SET	Round Table (W60*H73.5cm)	1 PC
Carpet	1 SET	Meeting chair	4 PC
Sloping shelf (L100*W30cm)	10 PC	Spotlight ( Yellow )	4 PC
110V/5A Socket	1 PC	Trash Can	1 PC

**\* The items above cannot be replaced with other similar items.**

**\* No nailing, stickers or painting allowed on aluminum frames and panels. Double-sided tape placed by exhibitors on panels must be removed after the exhibition.**

**\* Please fill out the following form:**

Company Name:	Country:	Stand No.:
Contact Person:	Job Title:	Date:

**A. Remit Your Payment for Extra Requirement Directly to LING FEI**

For the following order,

contact Ms. Wang: [mandywang@lingfei.com.tw](mailto:mandywang@lingfei.com.tw) , or add Lingfei's line. Line ID: @lingfei

**1. Logo & Sign**

- ☐ Please send us a quotation based on our attached logo. (Tick if required.)

Inclusion of logos on the Fascia are **at the EXHIBITOR'S OWN EXPENSE**. If you wish to have your logo on the Fascia, please send your logo to get a quotation from LING FEI.

**2. Additional equipment**

- ☐ We need additional equipment. (Please fill in the enclosed furniture order form and type the company name for Fascia use.)

Bank	Cathay United Bank Chungli Branch
Bank address	No.11, Sec. 1, Zhongyang W. Rd., Zhongli Dist., Taoyuan City 320, Taiwan (R.O.C.) Swift: UWCBTWTP
Account name	Ling-Fei Co., Ltd.
Account number	022080257698

※ Received in Full Amount (all charges of transfer fee borne by the exhibitor)

# Furniture and Electrical Rental

**Application Deadline (without surcharge): 2023.12.22**

**30% surcharge will incur after the above deadline; 50% surcharge will incur for on-site applications**

Please send your extra order to Ms. Wang : [mandywang@lingfei.com.tw](mailto:mandywang@lingfei.com.tw)

NO	Product Name	Standard	Price USD (Without tax)	QTY	Amount
01	Standard Schell Scheme	B1	400		
02	Square (W/O drawer) (+100/ drawer)	100*50*H50 cm	30		
03		100*50*H75 cm	30		
04		100*50*H100 cm	36		
05		50*50*H50 cm	20		
06		50*50*H75 cm	20		
07		50*50*H100 cm	23		
08	1/4 round display box	1/4 round 50*50*H75 cm	33		
09		1/4 round 50*50*H100 cm	36		
10		1/4 round 100*100*H75 cm	52		
11		1/4 round 100*100*H100 cm	59		
12	Table glass showcase	100*50*H100 cm	49		
13	Tall glass showcase (W/O light)	100*50*H200 cm (W/ glass shelf*1, lock*1)	71		
14		100*50*H250 cm (W/ glass shelf*2, lock*1)	81		
15	Display box lock		4		
16	Shelf	L100*W30 cm (Flat)	9		
17		L100*W30 cm (Slope)	9		
18	Glass shelf	L100*W30 cm (Flat)	10		
19	Pegboard	W50*H250 cm	17		
20		W100*H250 cm	20		
21	Pegboard hook	15 cm	1		
22	Grooved board	W100*H200 cm	59		
23	Partition board	W100*H250 cm	17		
24	Folding door	W100*H250 cm	39		
25	Aluminum door	W100*H250 cm	81		
26	TV holder	W100*H50cm (W/O TV and construction fee)	33		
27	TV	42"TV (W/ USB)	194		
28	Information counter	100*50*H75 cm	23		
29	Folding chair	square	5		
30	Glass round table	W/ round folding chairs*3	26		

NO	Product Name	Standard	Price USD (Without tax)	QTY	Amount
31	Long table	180*60*H75 cm	23		
32	Bar table	black	33		
33	Bar chair	black	23		
34	Socket	110V 500W	9		
35		220V 500W	21		
36	Spotlight	10W yellow	8		
37		10W white	10		
38	Arm spotlight	10W yellow / L50 cm	10		
39		10W white / L50 cm	12		
40	Spotlight	52W yellow / white	28		
41	Arm spotlight	52W yellow / white / L50 cm	31		
42	Down light	10W yellow	12		
43	Brochure Stand	Glass	33		
44	Carpet	brand new / W300*L300cm / gray	39		
45	Poster output	customized / according to quotation			
Total			USD\$		
Tax 5%			USD\$		
Received in Full Amount (all charges of transfer fee borne by the exhibitor)			USD\$		

Please fill in below information :

Company name :	Contact :
Address :	
TEL :	FAX : E-mail :

**Please kindly note that all payment for orders (all charges of transfer fee borne by the exhibitor)**

**must reach us at the stipulated date, 2024.01.16 or will be deemed as invalid. And.**

**No payment refund if cancel the application on-site.**

Bank	Cathay United Bank Chungli Branch
Bank address	No.11, Sec. 1, Zhongyang W. Rd., Zhongli Dist., Taoyuan City 320, Taiwan (R.O.C.)
	Swift: UWCBTWTP
Account name	ling-Fei Co., Ltd.
Account number	022080257698

Exhibitor Signature  
Confirmation Area

# Electricity Supply Application

**APPLICATION DEADLINE: 2023.12.22**

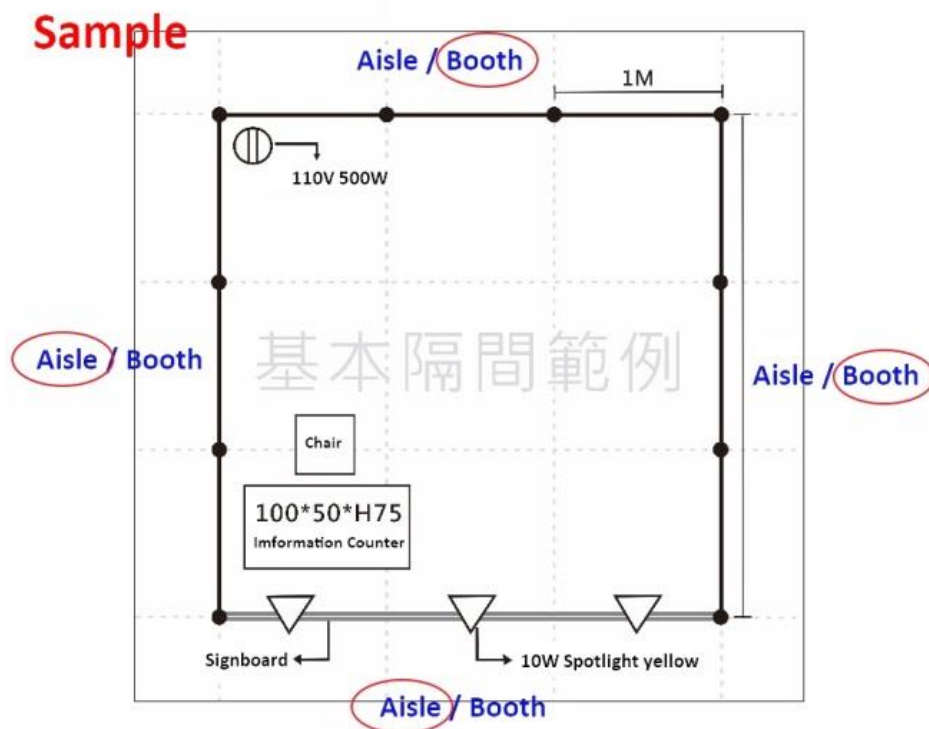
Exhibitor Basic Information			
Company Name	EX ling-Fei Co., Ltd.		
Fascia board Name	EX Ling Fei		
Booth No.	Hall _____	International Area	Booth No.: _____
Electricity Requirements	<input type="checkbox"/> AC 110V _____ W <input type="checkbox"/> AC 220V _____ W <input type="checkbox"/> I'm an exhibitor with the stand(s) of <b>Standard Shell Scheme</b> Other requirements (detailed description): _____		
Contact Person	Name: _____		
	Tel: _____		
	Cellphone: _____	Email: _____	
	LINE ID : _____		
Contractor (if any)			
Company Name	_____		
President	_____		
Contact Person	Name: _____	Mobile: _____	Tel: _____
Electrician's License Number	_____		

## A. Explanatory Notes for Electricity Supply Application

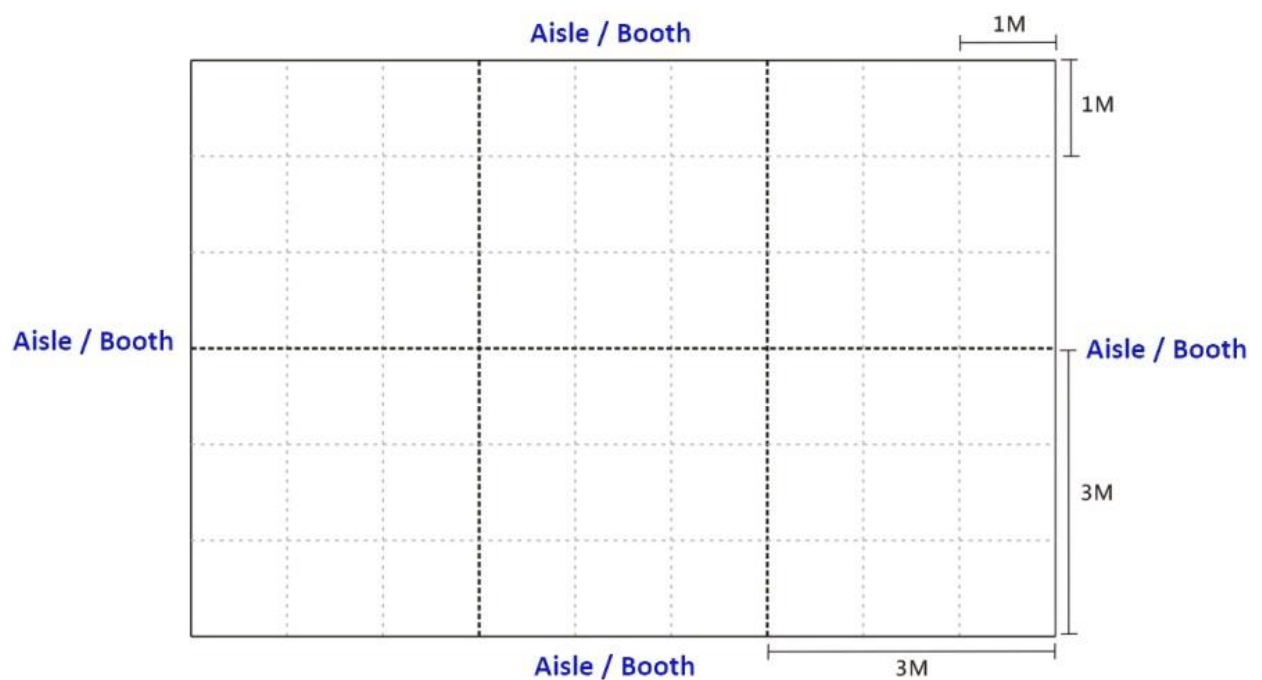
1. Please file the application before **2023.12.22**. **Electricity will be supplied free of charge up to 110V/500W (0.5KW) to each booth. Any exceeding power will be charged NT\$590/500W, NT\$1,180/1000W etc (without tax).** Please send this page to MS. Mandy Wang:lingfeiku@gmail.com (\*Late applications will **NOT** be processed.)
2. Exhibiting publishing houses should commission qualified electric supply contractors to be responsible for the installation of electric appliances and equipment. In case of loss by reason of the improper installation or use of the above-mentioned electrical appliances and/or equipment, the responsible exhibiting publishing house shall pay for the losses incurred.
3. In case of (i) connecting to and using electric supply without filing an application and obtaining permission; (ii) an application for electric supply not in accordance with the actual conditions of electricity use or overload in electricity use; (iii) other violations or any unsafe electricity uses, the organization shall request the exhibitor pay for the losses incurred.
4. To revoke or revise the application, a written application shall be filed to us within 10 days before the opening day of the exhibition. Late applications for making changes shall not be accepted.

## B. Illustration of the “Location of Electric Supply for Booth”

Exhibitors should provide the decorators with accurate illustrations of their desired “location for electric supply for booth.” (Refer to the following sample.)

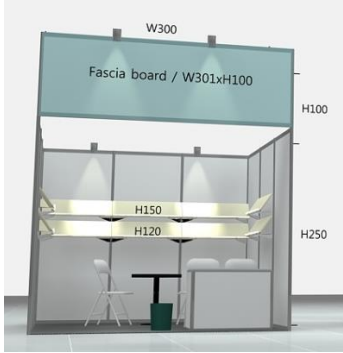
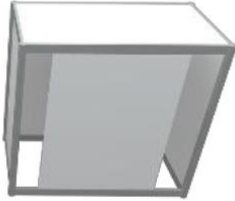
















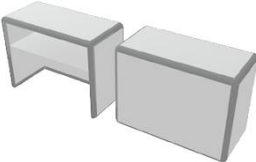










## Illustration of the “Location of Electric Supply for Booth”





## Furniture Catalog

<b>01</b>	<b>Standard Schell Scheme</b>	<b>02-04</b>	<b>Square display box</b>	<b>05-07</b>	<b>Square display box</b>
300 cm*300 cm*H250 cm 		100*50*H50/75/100 cm 		50*50*H50/75/100 cm 	
<b>08-09</b>	<b>1/4 round display box</b>	<b>10-11</b>	<b>1/4 round display box</b>	<b>12</b>	<b>Table glass showcase</b>
1/4 round 50*50*H75/100 cm 		1/4 round 100*100*H75/100 cm 		100*50*H100 cm 	
<b>13</b>	<b>Tall glass showcase (W/O light)</b>	<b>14</b>	<b>Tall glass showcase (W/O light)</b>	<b>16-17</b>	<b>Shelf</b>
100*50*H200 cm (W/ glass shelf*1, lock*1) 		100*50*H250 cm (W/ glass shelf*2, lock*1) 		Flat / Slope 	
<b>18</b>	<b>Glass shelf</b>	<b>19-20</b>	<b>Pegboard</b>	<b>22</b>	<b>Grooved board</b>
Flat 		W50/100*H250 cm 		W100*H200 cm 	

<b>23</b>	<b>Partition board</b>	<b>24</b>	<b>Foldind door</b>	<b>25</b>	<b>Aluminum door</b>
W100*H250 cm 		W100*H250 cm 		W100*H250 cm 	
<b>26</b>	<b>TV holder</b>	<b>28</b>	<b>Information counter</b>	<b>29</b>	<b>Folding chair</b>
W100*H70 cm (W/O TV and construction fee) 		100*50*H75 cm 		square 	
<b>30</b>	<b>Glass round table</b>	<b>31</b>	<b>Long table</b>	<b>32</b>	<b>Bar table</b>
W/ round folding chairs*3 		180*60*H75 cm 		black 	
<b>33</b>	<b>Bar chair</b>	<b>34-35</b>	<b>Socket</b>	<b>36-37</b>	<b>Spotlight</b>
black 		110V 500W / 220V 500W 		10W yellow / white 	
<b>38-39</b>	<b>Arm spotlight</b>	<b>40</b>	<b>Down light</b>	<b>43</b>	<b>Brochure Stand</b>
10W yellow / white L50 cm 		10W yellow 		Glass 	

**\*All the outlooks of the booth, including the partition boards and display boxes, can be customized with the PVC boards as you request. (e.g. colors, patterns, advertisement contents, and other designs). For more detail, please send your design and your request to Ling Fei.**



If you have any further queries, please do not hesitate to contact us: [mandywang@lingfei.com.tw](mailto:mandywang@lingfei.com.tw) , or add LingFei's line. Line ID: @lingfei.

# Shipping and Logistics Service

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Recommended service providers are listed below.

- **Panda Logistics**  
Contact person: Ms. Melody Hung  
TEL +886 2 2772-0999 ext. 6563  
M + 886 937061232  
Email: [melody.hung@pandalog.com](mailto:melody.hung@pandalog.com)
- **Eurotran Expo Service Co., Ltd**  
Contact person: Ms. Jasmine Yang  
TEL +886 2 2785 6000 ext. 106  
M + 886 975909055  
Email: [jasmine.yang@eurotran.com](mailto:jasmine.yang@eurotran.com)
- **FedEx Express**  
Contact person: Ms. Joanna Liu  
TEL +886 2 5568 6191  
M + 886 928021638  
Email: [joanna.sp.liu@fedex.com](mailto:joanna.sp.liu@fedex.com)

Note: Exhibitors are advised to arrange insurance protection for exhibits and display materials and such insurance protection shall cover the full period for which the equipment is on the exhibition site.

# Interpreter Service

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Recommended service providers are listed below for your reference only. Please check the remarks before you reserve the service.

## Remarks

1. Exhibitors are responsible for the safety of their personal belongings and those of the attending interpreters.
  2. Please provide interpreters with (dispatch) company profile or product information for reference.
  3. Please refer to Page 2 for daily opening hours of the fair.
- **Sense Language Consulting (Copy writing, Interpreting, Translation)**  
Contact person: Ms. Ellen Chang  
M +886-937-595-897  
Email: [ellensfc@gmail.com](mailto:ellensfc@gmail.com)
  - **Artmazing Language Services Co., Ltd.**  
Contact person: Ms. Vivian Huang  
TEL +886 2 2792 0080 ext. 101  
M +886 905 791 815  
FAX +886 2 2792 0035  
Email: [shelly.huang@artmazing-group.com](mailto:shelly.huang@artmazing-group.com)

# Accommodation

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Recommended service providers are listed below for your reference only.

- **Cozzi Hotel ZhongXiao** (Please contact hotel for TIBE special rates)

Website:

<https://hotelcozzi.com/%E5%8F%B0%E5%8C%97%E5%BF%A0%E5%AD%9D%E9%A4%A8/>

Distance: 4 Taipei Metro stops (transferring required) transportation duration will be within 20 minutes.

Address: NO. 31, Section 1, Zhongxiao East Road, Zhongzheng District, Taipei City 10049, Taiwan

Contact Person: 曾安妮 Annie Tseng [annie.tseng@hotelcozzi.com](mailto:annie.tseng@hotelcozzi.com)

\*Near a cultural park, fast access to food, public transportation.

- **Howard Plaza Hotel Taipei 台北福華大飯店** (Please contact hotel for TIBE special rates)

Website: <http://www.howard-hotels.com.tw>

Distance: 2 Taipei Metro stops (transferring may required) walking and transportation duration will be around 20 minutes.

Address: No. 160, Section 3, Ren'ai Rd, Da an District, Taipei City, 106, Taiwan

Contact Person: Vito Chou [vito.chou@howard-hotels.com.tw](mailto:vito.chou@howard-hotels.com.tw)

\*Near a cultural park, fast access to food, public transportation.

- **Home Hotel**

Website: <https://homehotel.com.tw/en-xinyi/>

Distance: 5-8 minutes walk

Address: NO. 90 SongRen Rd., Xinyi District, Taipei City, 110, Taiwan

Contact Person: [joe.kao@homehotel.com.tw](mailto:joe.kao@homehotel.com.tw)

- **Dandy Hotel Daan Park Branch**

Website: <https://daan.dandyhotel.com.tw/en/rooms-e/>

Distance: 2 Taipei Metro stops (no transfer) duration will be within 6 minutes

Address: No.33, Sec. 3, Xinyi Rd., Da'an Dist., Taipei City 106, Taiwan

Contact Person: [yen@taipeiinn.com.tw](mailto:yen@taipeiinn.com.tw)

\*Among famous tourist area of Taipei, with easy access to food, public transportation.